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*Subj.*  
*ADM-3*

DD/S&T 1590-63

3 October 1963

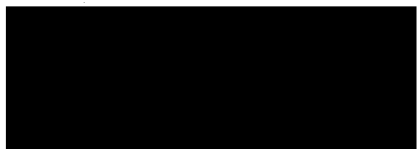
MEMORANDUM FOR: Assistant Director for Computer Services  
Assistant Director for ELINT  
Assistant Director for Research and Development  
Assistant Director for Special Activities  
Assistant Director for Scientific Intelligence

SUBJECT : Monthly Personnel Statistical Report

1. In view of current and anticipated ceiling problems, it is requested that this office be provided a monthly personnel status report. This report should be forwarded no later than the fifth day of each month and it should show the personnel status of the Office concerned as of the last day of the preceding month.

2. Personnel officers are currently providing the Office of Personnel with a similar report. This report should henceforth be sent directly to the Office of Personnel. In this regard, previous instructions of the Executive Officer, DD/S&T are rescinded.

3. Attached is a sample format which should be used in providing the necessary figures to the Office of the DD/S&T.

  
Career Management Officer  
DD/S&T

25X1A

Attachment:  
Sample Format

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